

Worksession

Agenda Item #	8
Meeting Date	October 1, 2007
Prepared By	Barbara B. Matthews City Manager
Approved By	

Discussion Item	Resolution setting forth a policy regarding part-time staffing and contractual labor usage
Background	<p>During the FY08 budget process, the City Council discussed the City's usage of part-time staffing and contractual labor. The Council agreed that a policy should be drafted by staff for the Council's consideration, providing direction to the City Manager relative to this matter.</p> <p>A draft resolution setting forth a policy regarding the City's employment of part-time staffing and the use of contractual labor has been prepared. The worksession will provide the Council with the opportunity to discuss the draft resolution and provide direction to staff about its content.</p>
Policy	The City Council establishes personnel policies and procedures for the City.
Fiscal Impact	Not applicable
Attachments	Draft resolution setting forth a policy regarding part-time staffing and contractual labor usage
Recommendation	Staff recommends that the Council review the draft resolution and provide direction to staff.
Special Consideration	

Introduced by:

Resolution 2007-

**A RESOLUTION SETTING FORTH A POLICY
REGARDING PART-TIME STAFFING
AND CONTRACTUAL LABOR USAGE**

WHEREAS, the City of Takoma Park believes that having access to fringe benefits, particularly health insurance, plays an important role in enabling workers to support themselves and their families; and,

WHEREAS, the City Council wishes to provide City services utilizing in-house staff who qualify for fringe benefits in accordance with the City's personnel policies and procedures and collective bargaining agreements to the extent practicable, given the operational needs of the various City departments; and,

WHEREAS, the City Council wishes to formalize its intent in this regard and to provide direction to the City Manager relative to the use of part-time employees and contractual labor.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT the City's policy regarding the employment of part-time staff and the use of contractual labor shall be as follows:

- Whenever feasible given the City's operational needs, the City will provide municipal services through the use of employees who receive benefits in accordance with its personnel policies and procedures and collective bargaining agreements.
- The City will not utilize contractual labor on a continuous basis primarily to reduce costs through the payment of lower wages or to avoid providing fringe benefits.
- When considering the privatization of existing City services, the City will take into account the wage levels and benefits under the proposed contract relative to the wage levels and benefits of City employees and will not privatize a service if the cost savings achieved are primarily through lower wage levels and more limited fringe benefits.
- This policy recognizes that certain part-time and seasonal positions are typically held by high school or college students. Such positions assist students in gaining needed employment experience, and this policy is not intended in any way to eliminate this training opportunity.
- The City Manager will evaluate the manner in which City services are provided on an annual basis during the preparation of the proposed operating budget and, where feasible, advise the City Council of areas where the City's utilization of non-benefited employees and contractual labor could be reduced or eliminated, including any fiscal impact of doing so.

Adopted this _____ day of _____, 2007.

Attest

Jessie Carpenter, City Clerk